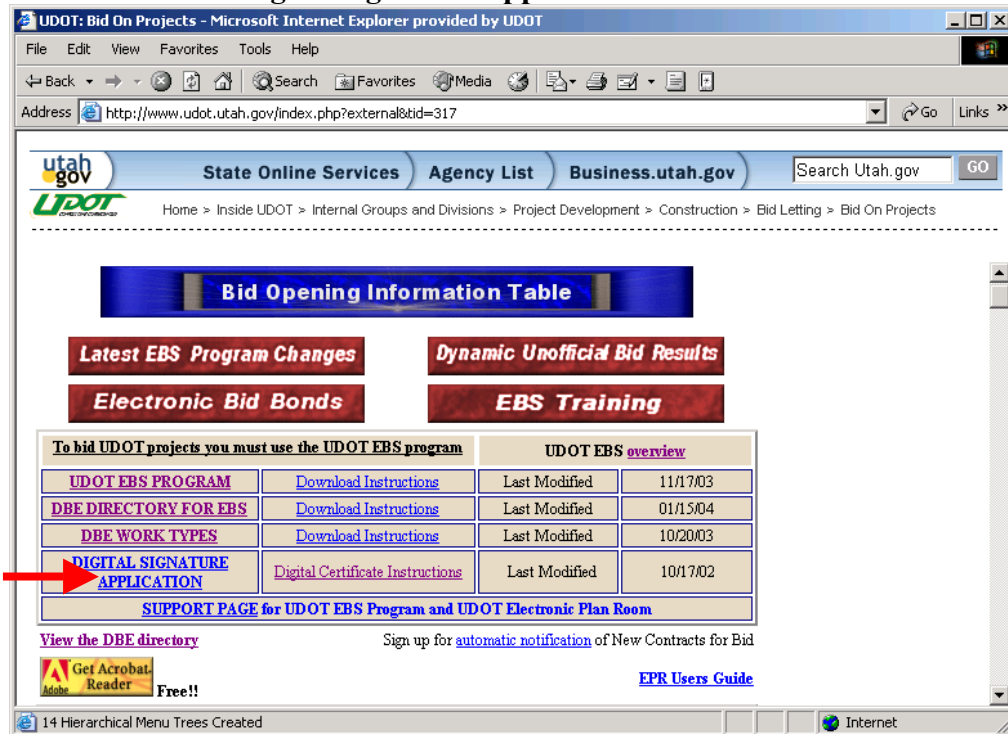


## HOW TO OBTAIN A DIGITAL CERTIFICATE To be used with the UDOT Electronic Bidding System

These instructions are detailed on the USERTrust website and presented to you as you fill out your digital certification application.

### 1. Click on the “Digital Signature Application” link:



### 2. Complete the on-line application and click the **Submit Application** button.

The screenshot shows the USERTrust Network digital certificate application form. The form is titled "USERTrust Network" and "Support". It includes a warning: "In order to receive your certificate, you must provide the following information. \*\*\* You must use Microsoft Internet Explorer version 5.1 or higher. Netscape Navigator and other Internet browsers will not work \*\*\*". The form fields are:

Personal Information:	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
Organization:	<input type="text"/>

**NOTE:** You will need to print the Username and Password given when you submit the on-line application for your digital certificate. Due to e-mail being a non-secure communication, your Username and Password will not be e-mailed to you. Print the instructions when presented to you in the application process. If you do not print and retain this information, you will need to begin the process over by completing another application.

3. **PRINT** the Forms and Instructions presented to you.  
**READ** the documents carefully. Follow the instructions for the included forms.  
The **Username and Password** needed to download your digital certificate is included in these instructions..  
**SAVE** the documents you have printed in a safe place.  
**DO NOT SIGN** the forms yet.

4. Have the forms **NOTARIZED**.  
**SIGN** the forms in the presence of a notary.  
Take the **REQUIRED IDENTIFICATION** with you to the notary.  
Take the **INSTRUCTIONS** to the notary.  
**MAIL** or **PERSONALLY DELIVER** the notarized forms and check in the amount of **\$25.00** to:

**USERTrust, Inc.**  
265 East 100 South  
Salt Lake City, Utah 84111

Telephone: (801)363-9748

Fax: (801)363-9882

E-mail: [support@usertrust.com](mailto:support@usertrust.com) (*E-mail typically gets the fastest response*)

5. **USERTrust** will e-mail you within 24 hours after they receive your check and the notarized forms. Follow the instructions in the e-mail to download and install your certificate.

**NOTE:** You will need the Username and Password given in the Instructions you were asked to print (see #3 above).